



**ARIZONA PARENTS COMMISSION ON DRUG EDUCATION AND PREVENTION
MEETING MINUTES
March 4, 2010**

A general meeting of the Arizona Parents Commission on Drug Education and Prevention was convened on March 4, 2010 at The Arizona State Capital, Executive Tower, First Floor Conference Room, 1700 West Washington Street, Phoenix, AZ 85007. Notice having been duly given. Present and absent were the following members of the Parents Commission:

Members Present

Barbara Broderick	Allison Huff
Susan Chan	Michelle Neitch
Viet Do, DO	Sergeant Tim Reese
Karen Hellman	Terri Simonetta
Irma Hollamby	

Staff/Guests Present	Members Absent
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Jeanne Blackburn
Briana Kreibich
Cassandra Larsen
Tammy Paz-Combs
Emily Winans

AGENDA ITEM

A. Call to Order

Chairwoman Broderick called the meeting to order at 10:06 a.m.

B. Welcome, Introductions

Chairwoman Broderick welcomed attendees.

C. Review of Packet and Agenda

Chairwoman Broderick reviewed the packet and agenda. Along with their meeting packet, Commissioners were provided with a Registration Scholarship Application for the Summer Institute being held in July. Chairwoman Broderick commented on the benefits of attending the Summer Institute and suggested that Commissioners consider attending.

D. Approval of Minutes

The minutes were reviewed. Commissioner Hellman made a motion to approve the minutes. The motion was seconded by Commissioner Chan and approved by all. (10.01.01).

E. Approval of Funding for Grant Applications

Ms. Tammy Paz-Combs described the procurement process for Request for Grant Applications and referred members to the Statement of Confidentiality Form. Commissioners were asked to read the statement, sign and submit the form.

Chairwoman Broderick entertained a motion to go into executive session at 10:15 a.m. The motion was seconded by Commissioner Do which passed with no objections. (10.01.02). Chairwoman Broderick entertained a motion to leave executive session at 10:40 a.m. The motion was seconded by Commissioner Hellman and passed with no objections. (10.01.03).

A motion was made by Commissioner Neitch to approve the review committee's recommendation to fund 9 urban and 7 rural grant applications. Commissioner Hollamby seconded the motion which was approved by all. (10.01.04). Ms. Cassandra Larsen thanked the reviewers for the time they spent evaluating the applications.

F. Discussion of Other Funding Opportunities

Chairwoman Broderick reported that about \$630,000 was not awarded through the Request for Grant Application (RFGA) process. Other projects and/or initiatives currently in place could be funded through state agencies. Chairwoman Broderick noted the importance of carrying out the Parents Commission mission passed by the voters of Arizona.

Ms. Tammy Paz-Combs explained the procurement process for state funds.

Ms. Cassandra Larsen noted that the Commission has an opportunity to assist projects/initiatives through funding but that sustainability needs to be addressed.

A variety of projects/initiatives were discussed. Commissioners Broderick, Huff, Neitch and Simonetta volunteered to participate in a workgroup that will guide staff research. Chairwoman Broderick suggested potential projects/initiatives submit a proposal with a budget. Commissioner Reese suggested that information about the number of people losing services due to budget cuts be included in the proposals.

G. Subgrantee Orientation

Ms. Emily Winans discussed the agenda of the upcoming subgrantee orientation that will be held the first week of April. Ms. Winans described opportunities for commissioners to participate in the orientation. Commissioners expressed an interest in attending a luncheon where they could meet subgrantees. Ms. Winans will provide Commissioners with the details of the orientation once they are finalized.

H. Conference Sponsorship Process

A request for conference sponsorship from Terros Behavioral Health Services was reviewed. Commissioner Chan motioned to approve the request from Terros for conference funding at the requested \$2,000. The motion was seconded by Commissioner Hellman and passed with no objections. (10.01.05).

Ms. Winans presented a process for the future review of conference sponsorship requests. Commissioners were referred to a draft conference sponsorship application. Commissioners Do, Broderick, Chan and Hellman volunteered to participate in a conference sponsorship workgroup.

I. Future Agenda Items and Meeting Schedule

Chairwoman Broderick discussed potential future agenda items. Ms. Winans suggested that ethics training be scheduled for the next meeting. Commissioner Do noted that it would be interesting to hear program participants talk about their experience. Commissioner Hellman indicated that it would be interesting to have Department of Economic Security or another agency talk about what is available to parents and families throughout the state.

A regular meeting schedule of the second Wednesday of every other month at 10:00 a.m. was agreed upon. The next meeting will be held May 12, 2010 and include the topics of ethics and funding opportunities.

J. Call to the Public

Chairwoman Broderick made a call to the public.

K. Adjournment

Commissioner Reese motioned to adjourn the meeting at 11:50 a.m. The motion was seconded by Commissioner Neitch and approved by all. (10.01.06).